

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



Job Description (Revised May 16, 2017)

TITLE: District Safety Director

QUALIFICATIONS: At least ten years full time commissioned or three years commissioned with a bachelor's degree. Graduate of Basic Law Enforcement Officer Training Program (full-time only part-time or reserve basic is not acceptable) and the Mississippi Department of Education School Resource Officer Basic Course.

REPORTS TO: Director of Operations and Superintendent

SUPERVISES: School Safety Officers and School Resource Officers

JOB GOAL: The safety director advises the superintendent, staff, principals and supervisors who are responsible for the district's safety plan. The safety director monitors the implementation of the safety plan and tracks measurable improvements

PERFORMANCE RESPONSIBILITIES:

- Create a district wide safety plan
- Establish a structure and process for administering a district-wide safety plan
- Advise the superintendent, safety committees and school principals on safety procedures and issues in the district
- Assist principals in establishing a school safety committee
- Review incident investigations reports for content, assist in the investigation process, if necessary
- Attend incident investigations as required
- Monitor incident reports and records
- Provide timely reports to the superintendent and the district safety committee
- Establish routine, periodic inspections to monitor the district's and school's safety program effectiveness. Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessments
- Attend all school board meetings
- **Oversee school resource officers in the schools, in tandem with building level principals**
- Attend and assist with extracurricular events
- Attend all student disciplinary hearings
- Secure security workers for school/district events
- **Implements DARE program**

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



- Works with at risk students
- Works with local law enforcement agencies regarding community incidents
- Monitors the schedules of SROs and SOs
- Ensures all drills are implemented timely
- Orchestrates logistics for large events within the District (i.e. convocation, commencement, large basketball games, etc.)
- Any other duties assigned by the Superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)